



CITY OF ATLANTA

Job Announcement

Bailiff

STARTING SALARY: \$29,231

Salary Grade: 11

Applications Accepted From: January 25, 2006 until February 10, 2006

Minimum Job Requirements

Applicants for this position must have high school diploma or GED and one year of clerical experience required; previous security or related experience preferred; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Fluency in Spanish is preferred.

Duties of the Job

This employee has the responsibility of maintaining order in one of the two courtrooms specializing in housing court violations and DUI's and providing administrative support to courtroom staff. Duties include, enforcing security, safety, and other courtroom rules and regulations; preparing reports and other documents, researching criminal history and other issues, and providing assistance to Judges, defendants, attorneys, and others, as necessary and performing other clerical duties.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

The examination for this position will consist of an evaluation of applicant training and experience. Any offer of employment is contingent upon the successful completion of background investigation, verification of qualifications, drug screen and physical examination.